



# COMMISSION SCOLAIRE EASTERN SHORES EASTERN SHORES SCHOOL BOARD

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DÉPARTEMENT DES RESSOURCES HUMAINES  
HUMAN RESOURCES DEPARTMENT

## M E M O

To: ESSB Employees

From: Human Resources Department

Date: April 21, 2020

**Object: Procedures to follow for LOA request**

Please be advised that we have new forms available on our website for the leave of absence less than 30 days and 30 days and more. You will find two different formats, PDF and fillable on screen.

This is the link: <http://www.essb.qc.ca/loaforms.html>

Here is the procedure to follow:

- 1) The forms must be completed and signed by the employee
- 2) The employee must send to the immediate supervisor
- 3) The supervisor must approve or refuse, sign and send to the DHR by email at [loa@essb.qc.ca](mailto:loa@essb.qc.ca)

The request will be processed only when it is received according to this procedure. It is important to notify your staff as soon as possible of this new procedure. Please note the forms are only available on our ESSB website underneath the staff tab.

Thank-you!

cc: ESTA  
SPPGIM  
ESUSS  
Payroll